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August 19, 1943

TOBACCO BRANCH MEMORANDUM NO. 3 Supplement No. 1

To:

Officers in Charge of Field Stations of the Tobacco Branch,

and Regional Directors

From:

Chas. E. Gage, Chief, Tobacco Branch

Cho 52090 -

Subject: Fiscal, Personnel and Administrative Procedures, Fiscal Year 1944

Your attention is called to Pages 4 and 5 of Tobacco Branch Memorandum No. 3. It should be noted that in connection with all appointments, returns to duty, and transfers of employees between districts, or any other proposal to change the status of field employees in the Inspection Division, that no action will be taken by the Administrative Officer without prior approval of the Chief of the Inspection Division. Therefore, recommendations within this category should be addressed to Mr. M. I. Dunn, Chief, Inspection Division; or if he is in the field and accessible to the recommending officer, his approval should be obtained and the recommendations forwarded to the Administrative Officer,

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